

**DISCUSSION OF CORNERSTONE CEREMONY TASKS AS LISTED IN  
PARAGRAPH 4 OF MEMORANDUM TO DEPUTY DIRECTOR (SUPPORT)**

- a. Attendance by the President - self explanatory
- b. Clergymen: It is customary to begin the ceremony with an Invocation and to close with a Benediction. The Chaplain of the Senate performed both services at the dedication ceremonies of the AEC headquarters building, but the general practice is to have outstanding clergymen from the Catholic and Protestant Churches for this purpose.
- c. Groups and individuals as follows are suggested for consideration as special guests:
  - (1) The Chairmen and members of Congressional Committees concerned with CIA.
  - (2) Members of the National Security Council.
  - (3) The Director of the National Security Agency.
  - (4) The Administrator of General Services.
  - (5) The Architects (Harrison & Abramovitz).
  - (6) Consultants to the Architect.
  - (7) Key officials of other agencies associated with CIA.
  - (8) Representatives of the press.

The covered platform usually provides only a few seats: At the State Department ceremony the platform contained twelve chairs and accommodated the President, the Secretary of State, and some GSA and State Department Officials. On this basis, the platform for the CIA ceremony might accommodate the President, the DCI, the DDCI, the Administrator of General Services, the Commissioner, Public Buildings Service, those CIA officials closely connected with the building project, and clergymen invited to officiate at the ceremony.

Reserved seats in the audience should be set aside for the Architects, the Contractor, special guests listed above, and for CIA officials.

It is assumed that Agency employees would be invited to attend and since this is a public function, members of their families. Such invitation would be by notice or announcement. Unreserved seats would be available on a "first come" basis.

d. Music: The program usually includes a prelude, the National Anthem and a postlude. The United States Marine Band serves this purpose at most of the ceremonies but other Service bands are available.

e. Furnishings and Equipment: Other items or "props" and services must be considered. A contractor's assistance is necessary for handling the stone and for furnishing supplies and equipment needed. Silver trowels are generally used and sometimes arrangements can be made to use a trowel of historical significance. For example, State borrowed the trowel used by George Washington when he laid the cornerstone of the Capitol. This trowel was used by President Eisenhower to lay the State Department cornerstone and Secretary Dulles assisted him using a silver trowel especially made and inscribed for the purpose. The Washington trowel rested on a portable desk designed by Thomas Jefferson and used by him to draft the Declaration of Independence.

f. Program: Program formats vary considerably, some being quite simple and consisting of a single folded page covering only the ceremony. For the larger construction projects, the program is usually in a nicely printed brochure and this is suggested for this Agency. Such a brochure can serve as a means of recognizing the contribution made by firms and individuals whose names, due to custom and space limitations, are not usually inscribed on the building cornerstone. These would include the consultants to the Architect, such as Syska & Hennessy, Edwards & Hjorth, Clarke & Rapuano, Frederick W. Post, etc. The Architect might also wish to list members of his staff who have taken part in the work on our building. Possibly the General Services Administration might wish to list some of their officials who are concerned with our project. In addition, it is suggested that consideration be given, within the limits of security, to recognition of the work of those members of CIA who have served in various capacities in connection with the planning of the building.

Pictures of the President and the Director, a reproduction of the rendering of the building, a description of the building, and a list of the documents placed behind the cornerstone would be appropriate for inclusion in the program brochure.

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g. Material to be placed in cornerstone box: The material to be deposited behind the cornerstone must be identified and assembled. This might include the following: Newspapers for the day of the cornerstone laying, the Act establishing CIA, the Authorization Act and Appropriation Acts for the new building, drawings of the building, aerial photographs of the site, a short history of the Agency, a picture and biographic information of the Director of Central Intelligence, a list of past Directors, a copy of the program for the cornerstone ceremony, and other appropriate items such as (declassified) intelligence reports. Recent custom is to microfilm material such as this, seal it in plastic and deposit it in a metal box.

h. Publicity releases - self explanatory.

i. Invitations: These are for the special guests and are engraved. An R.S.V.P. is customary.

j. Chairs and Public Address System: The National Park Service, because of its custody of public lands, has people who are quite experienced with the handling of this type of ceremony and they have also acquired a considerable amount of the equipment needed. This includes speakers stands, chairs and public address system. This equipment is available to us and the National Park Service has experienced personnel available on a reimbursable basis to assist with the arrangements.

k. Transportation - self explanatory.

l. Traffic: Arrange with local police for assistance in handling traffic.

m. Parking: The South Parking Lot and some of the roads on the site now have a gravel surface. Access to the site and parking space is therefore available.